

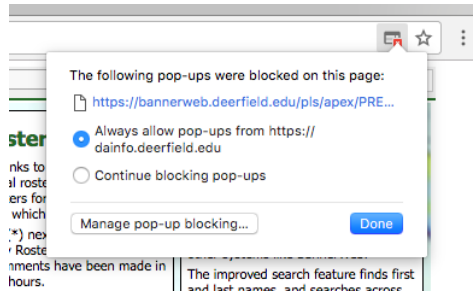
## Textbook Request System – Making a Request

### Step 1: Login into DAinfo

My Actions->Textbook Request System

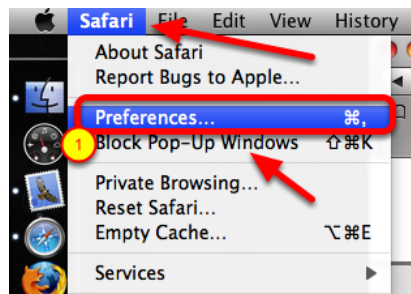
The page may be blocked by a pop-up blocker. Please select “Always allow pop-ups from <https://dainfo.deerfield.edu>” (below).

#### For Chrome:

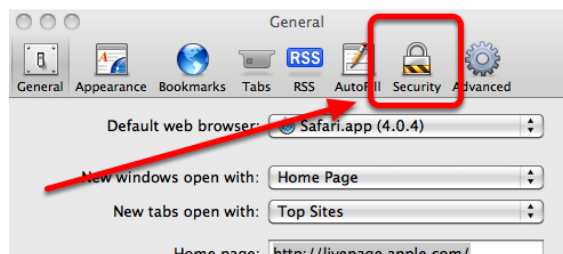


#### For Safari:

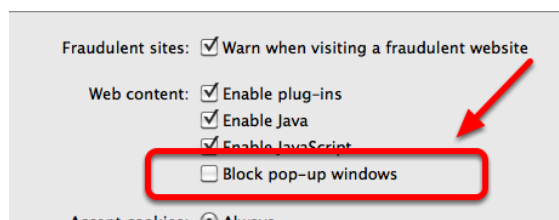
Click on Safari->Preferences



Select Security



Un-check Block pop-up windows



After you have completed your textbook requests, you can enable Block pop-up windows again.

## Step 2: Login into Textbook Request System.

Textbook Request - Log | x

Secure | https://bannerweb.deerfield.edu/pls/apex/PREP/f?p=123:101:18

Log In

Username

Password

Log In

## Step 3: Under Your Requests, make a request

Your Requests -> Request (Button located upper right on screen)

Textbook Request Application

Home

Your Textbook Requests

All Textbook Request

Please click Request button on right hand corner to request your textbooks.

Request

School Year	Term	Course	Author	Delivery Room	Qty On Hand	e-Text	Title	Publisher	Order Qty	Approved By	Date Ordered	Quantity Ordered	Order Status
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Fields marked with a \* are required

Textbook Request Application

Home

Your Textbook Requests

All Textbook Request

DEERFIELD ACADEMY TEXTBOOK REQUEST APPLICATION

School year \* 2017-2018

Department \* History

Author \*

Course \*

ISBN \*   
Please enter the 13 digit ISBN if possible

Title \*

Publisher \*

Quantity Needed

Teacher name

Term code \* Year Long

Delivery Location (Bldg. and Room #) \*

Estimated price

Quantity on hand

e-Text  Yes  No

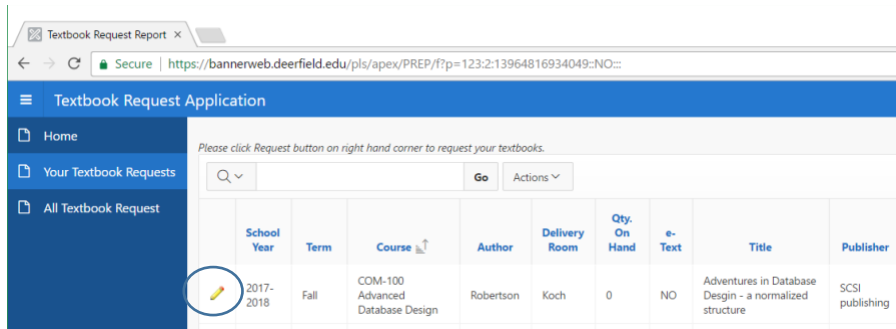
Expedite request  Yes  No

Cancel

Create

## Step 4: Edit your Request

If your textbook request has not been approved, you can edit it using the pencil icon:



The screenshot shows a web browser window with the URL <https://bannerweb.deerfield.edu/pls/apex/PREP/f?p=123:2:13964816934049:NO::>. The page title is "Textbook Request Application". A navigation menu on the left includes "Home", "Your Textbook Requests", and "All Textbook Request". The main content area displays a table of textbook requests. A search bar and "Go" button are at the top. A message says "Please click Request button on right hand corner to request your textbooks." The table has columns for School Year, Term, Course, Author, Delivery Room, Qty. On Hand, e-Text, Title, and Publisher. The first row is circled, and a pencil icon is circled next to it.

School Year	Term	Course	Author	Delivery Room	Qty. On Hand	e-Text	Title	Publisher
2017-2018	Fall	COM-100 Advanced Database Design	Robertson	Koch	0	NO	Adventures in Database Design - a normalized structure	SCSI publishing

### Other notes:

- You can only edit Textbook requests in a pending status. If changes are needed after a request is approved, please complete an additional request.
- The **Your Textbook Requests** and **All Textbook Request** pages have sortable columns. Clicking on a column on one of these pages will allow you to sort the data in variety of ways.
- The **Your Textbook Requests** and **All Textbook Request** pages also allow the filtering and downloading of data via the **Actions** button located at the top of the page.